

Department of Juvenile Justice

# BADGE

Balanced Approach Data  
Gathering Environment

**Juvenile & Adult  
Information Screens  
User Manual**

# Table of Contents

Page



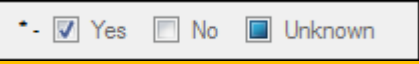


<a href="#">Key/Legend</a> . . . . .	ii
<a href="#">Juvenile Information Button</a> . . . . .	1
<a href="#">Alerts Tab</a> . . . . .	1
<a href="#">Info/Face Sheet Tab</a> . . . . .	3
<a href="#">General Information Screen</a> . . . . .	3
<a href="#">Address Information Screen</a> . . . . .	4
<a href="#">Birth/Family/Alien Information Screen</a> . . . . .	6
<a href="#">Alias Tab</a> . . . . .	6
<a href="#">Case Worker Tab</a> . . . . .	8
<a href="#">ID Marks Tab</a> . . . . .	9
<a href="#">Detention Info Tab</a> . . . . .	11
<a href="#">Family Tab</a> . . . . .	12
<a href="#">Contacts Screen</a> . . . . .	12
<a href="#">Siblings Screen</a> . . . . .	14
<a href="#">Children Screen</a> . . . . .	16
<a href="#">Access Log Tab</a> . . . . .	17
<a href="#">Offense History Button</a> . . . . .	17
<a href="#">Intake Button</a> . . . . .	18
<a href="#">Direct Care Button</a> . . . . .	18
<a href="#">Caseload Button</a> . . . . .	19
<a href="#">Detention Button</a> . . . . .	19
<a href="#">Incident Reporting Button</a> . . . . .	20
<a href="#">GMS Button</a> . . . . .	20
<a href="#">Adult Information Screen</a> . . . . .	21
<a href="#">Adult Information Tab</a> . . . . .	22
<a href="#">Address/Phones/Email Tab</a> . . . . .	23
<a href="#">Employment Tab</a> . . . . .	23
<a href="#">Associated Juveniles Tab</a> . . . . .	24
<a href="#">Document Revisions</a> . . . . .	25

## Key/Legend



The BADGE application and the manuals use various styles and icons. Below are the explanations.

Individual users may not have read or write privileges for every module; therefore, you may not be able to add, edit, or delete certain information in BADGE.

### BADGE Application

Style/Symbol	Meaning
 Calendar Screen Icon	In order to select a date, click the Calendar Screen Icon and select the date.
 Printer Icon	In order to print a report or document, click the Printer Icon in the <i>Report Viewer</i> screen.
 Questions with an asterik (*) next to it follow the legend above.	If the question's response is "Yes", check the associated checkbox. If the question's response is "No", the associated checkbox needs to be empty. If the question's response is "Unknown", the associated check needs to be <i>blue</i> .
 Save Icon	In order to export and save a document, (i) click the Save Icon, and a drop-down menu will appear, (ii) select the format for the document, (iii) select the location of where you would like to save the document, and (iv) click the <b>Save</b> button.
 Scroll Bar	A scroll bar allows the user the move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.

### BADGE Manuals

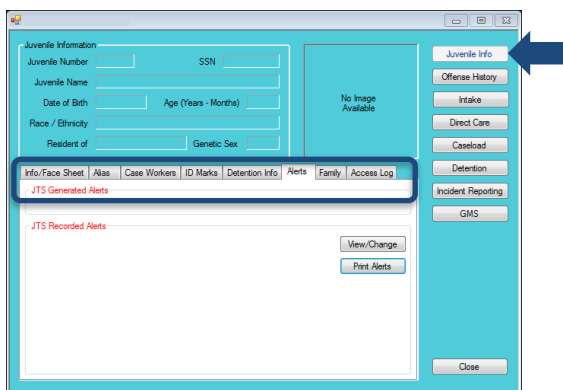
Style/Symbol	Meaning
<b>Bolded</b>	Name of a function, key, button, or option.
<a href="#"><u>Hyperlink</u></a>	Press the Ctrl key and click the hyperlink in order to be transferred to another document or a specific topic within the same document for more information.
<i>Italicized</i>	Name of a tab.
 Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
 Reference Bullet	Refer to another page or resource for additional information.
<u><i>Underlined and Italicized</i></u>	Name of a screen.

## Juvenile Information Button

From the *Juvenile Information* screen, you can access the juvenile number, Social Security Number, last name, first name, middle initial (if provided), date of birth, age, race/ethnicity, residence information, genetic sex, and an image (if available).

The *Juvenile Information* screen consists of eight tabs with additional juvenile information, such as the *Info/Face Sheet*, *Alias*, *Case Workers*, *ID Marks*, *Detention Info*, *Alerts*, *Family*, and *Access Log*.

- The **Juvenile Information** at the top of the screen cannot be edited.



## Alerts Tab

When the *Juvenile Information* screen opens, the *Alerts* tab will be displayed. This tab shows the **JTS Generated Alerts** and **JTS Recorded Alerts**, along with a description for each alert.

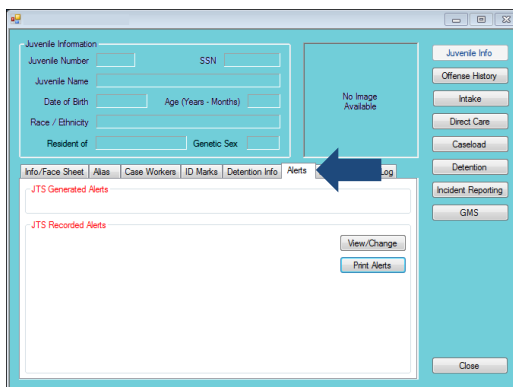
- The *Alerts* tab can also be accessed by clicking on the **Alert! Info** button found on various BADGE screens.



- The **Alert! Info** button will be **red** if the juvenile has documented alerts.



- If the juvenile does not have any alerts, DO NOT put in an alert stating the juvenile has no alerts.



### Information Found Under the Alerts Tab:

- **JTS Generated Alerts** are automated alerts created by BADGE based on case-specific information that has been recorded in the system. These alerts cannot be entered, edited, or deleted by the user from this screen.
- **JTS Recorded Alerts** are current or expired alerts that are manually entered by a user. A user with the appropriate privileges can expire an existing alert, even if the user did not initially create the alert.

1. **View/Change Button**

- Click the **View/Change** button to input new, edit existing, or delete **JTS Recorded Alerts**. The **View/Change Juvenile Alerts** screen will appear.

Only the **Date Expired** and the information in the **Comments** textbox can be edited. The **Date Expired** can ONLY be edited if it was not previously entered.

Information in the **Comments** textbox must be as detailed as possible.

**Delete** should be used for removing an incorrect alert entry ONLY. If the alert is no longer valid, edit the alert and add the **Date Expired**.

- The **Last Changed by** field will auto-populate with the name of the user who made the changes and the **Date Last Changed** field will auto-populate with the date the most recent changes were made.
- Add New Button**
  - (i) Click the **Add New** button, and the fields on the bottom-half of the screen will become accessible, select the (ii) **Alerts Category** and (iii) **Alert Description** from the drop-down menus, and (iv) select the **Date Initiated** from the calendar screen. You do not need to select the **Date Expired** at this time. (v) Type any information about the alert in the **Comments** textbox and (vi) click the **Save** button.
- Edit Button**
  - (i) Select an alert, and the row will be highlighted in **blue**, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.
- Delete Button**
  - (i) Select an alert, and the row will be highlighted in **blue**, and (ii) click the **Delete** button.
- Close Button**
  - Click the **Close** button and you will return to the **Juvenile Information** screen.

2. **Print Alerts Button**

- Click the **Print Alerts** button and the **Report Viewer** screen will appear. The **Juvenile Alert Report** will be displayed. The report consists of all the alert information related to the specific juvenile.

**Info/Face Sheet Tab**

This tab consists of the General Information, Address Information, and Birth, Family, and Alien Information screens.

**Information Found on the General Information Screen Under the Info/Face Sheet Tab:**

- Juvenile Information
- Juvenile Driver's License
- Juvenile Phone/E-mail
- Last Modified by
  - The **Last Modified by** field will auto-populate with the name of the user who made modifications to the juvenile's record and the date those changes occurred.

In the bottom right corner of the *Info/Face Sheet* tab, you will find the options to **Print Face Sheet** or **Edit Juvenile Information**.

**1. Print Face Sheet Button**

- a. Click the **Print Face Sheet** button and the Report Viewer screen will appear. The **Juvenile Face Sheet** displays demographic, family, caseload status, case worker's information, and identifying marks information.

## 2. Edit Juvenile Information Button

- Click the **Edit Juvenile Information** button and the Edit Information screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Birth/Family/Alien Information* tabs.

### i. Name/Address Information Tab

- You will be able to edit the **Juvenile Name**, **Genetic Sex**, **Juvenile Address**, and **Juvenile FIPS of Residence** fields from this tab. (i) Edit the information and (ii) click the **Save** button when the edits are completed.

### ii. General Information Tab

- You will be able to edit the **Juvenile Information**, **Juvenile Driver's License**, and **Juvenile Phone/E-mail** fields from this tab. (i) Edit the information and (ii) click the **Save** button when the edits are completed.

### iii. Birth/Family/Alien Information Tab

- You will be able to edit the **Juvenile Birth Information**, **Juvenile Family Information**, and the **Juvenile Alien Information** fields from this tab. (i) Edit the information and (ii) click the **Save** button when the edits are completed.

## Information Found on the Address Information Screen Under the Info/Face Sheet Tab:

- Current Home Address
- Address History
- Last Modified by

### 1. Add Button

- a. (i) Click the **Add** button, and the *Enter Juvenile Address* screen will appear, and type the (ii) **Address**, (iii) **Zip Code**, and (iv) **City/Town**. Select the (v) **State** and (vi) **City/County of Residence** from the drop-down menus, (vii) click the **Save** button, and you will return to the *Address Information* screen in the *Info/Face Sheet* tab.

### 2. Edit Button


- a. (i) Click the **Edit** button, and the *Update Juvenile Address* screen will appear, (ii) edit the information, (iii) click the **Save** button when the edits are completed, and you will return to the *Address Information* screen under the *Info/Face Sheet* tab.

### 3. Show Address History Button


- a. Click the **Show Address History** button and the juvenile's previous addresses and the timeframes during which they resided at each address will be displayed.



#### 4. **Print Face Sheet** Button

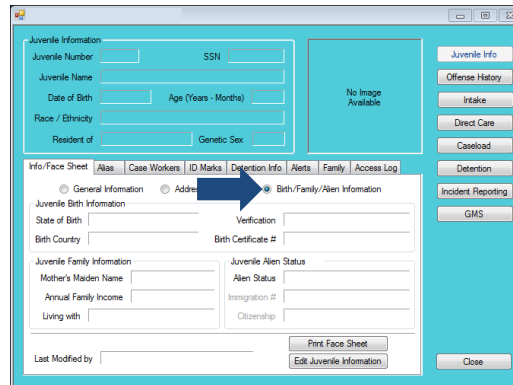
 Refer to [page 3](#) for instruction on the **Print Face Sheet** button.

#### 5. **Edit Juvenile Information** Button


 Refer to [page 4](#) for instructions on the **Edit Juvenile Information** button.

### Information Found on the **Birth/Family/Alien Information** Screen Under the **Info/Face Sheet** Tab:


- Juvenile Birth Information
- Juvenile Family Information
- Juvenile Alien Status
- Last Modified by



#### 1. **Print Face Sheet** Button

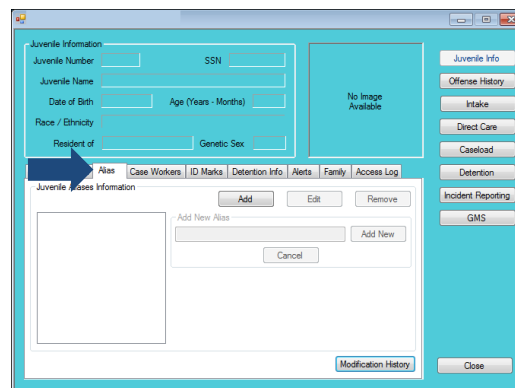
 Refer to [page 3](#) for instruction on the **Print Face Sheet** button.

#### 2. **Edit Juvenile Information** Button

 Refer to [page 4](#) for instructions on the **Edit Juvenile Information** button.

### **Alias** Tab

This tab lists all the known aliases or other identifying names of the juvenile (if any).

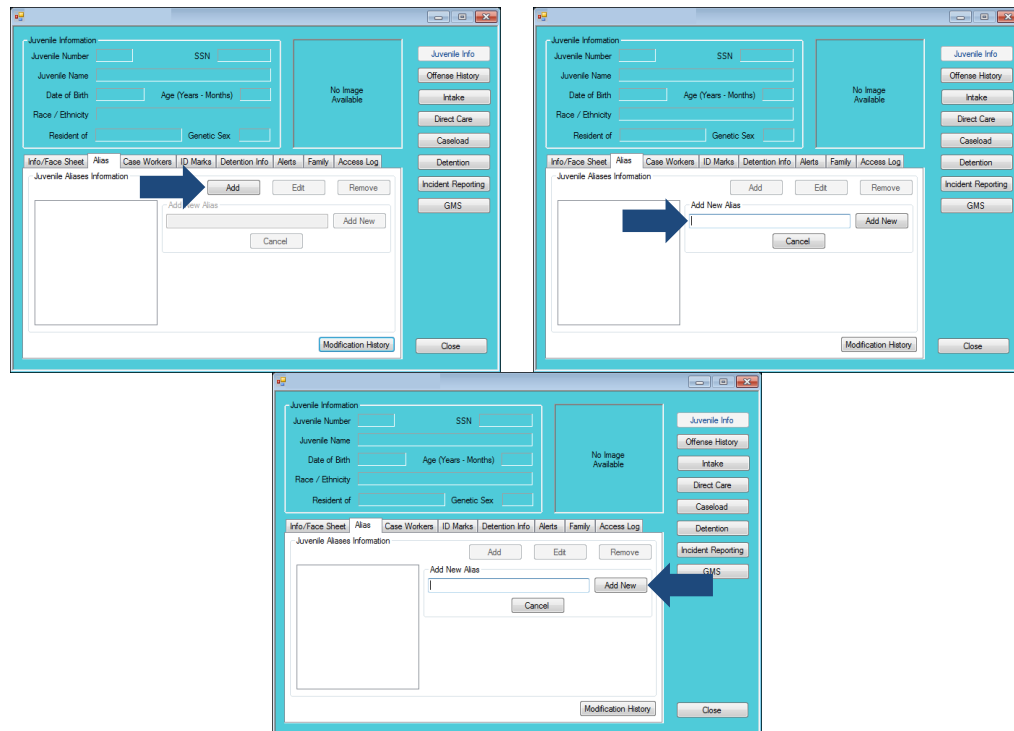


### Information Found Under the **Alias** Tab:

- Juvenile Aliases Information
- Modification History

## 1. Add Button

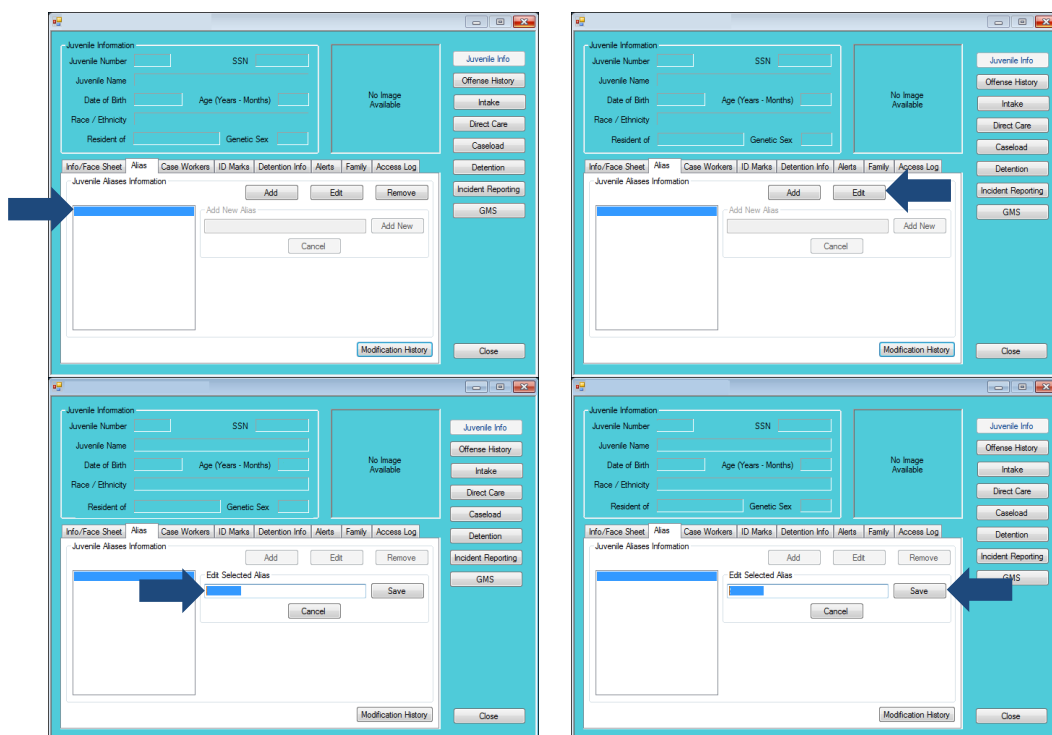
- (i) Click the **Add** button, and the **Add New Alias** field will become accessible, (ii) type the new alias, (iii) click the **Add New** button, and the new alias will appear in the box on the left.



## 2. Edit Button

- (i) Select the alias, and the row will be highlighted in **blue**, (ii) click the **Edit** button, and the selected alias will appear in the **Edit Selected Alias** textbox, (iii) edit the alias, (iii) click the **Save** button when the edits are completed, and the updated alias will appear in the box on the left.

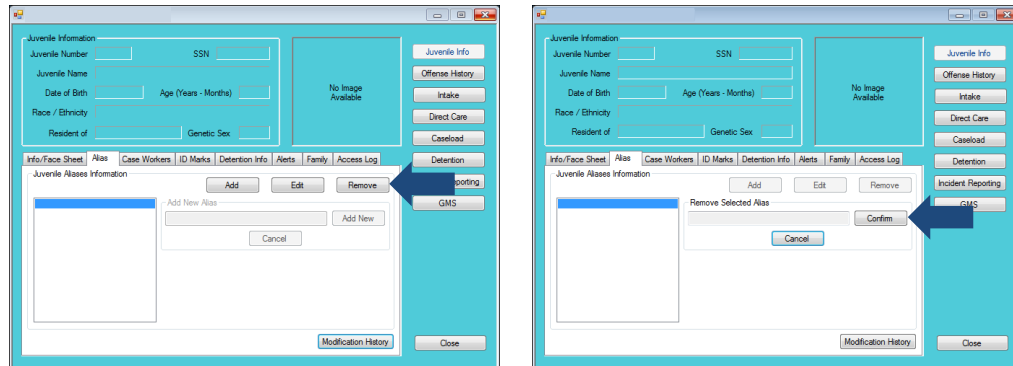
An alias should be edited **ONLY** if a typo exists.



An alias should be removed ONLY when an alias was added in error.

### 3. Remove Button

- (i) Select an alias, and the row will be highlighted in **blue**, (ii) click the **Remove** button, and the selected alias will appear in the **Remove Selected Alias** textbox, (iii) click the **Confirm** button, and the selected alias will be removed from the box on the left.



To return to the Standard View, click the **Standard View** button. The **Standard View** button is located where the **Modification History** button was located.

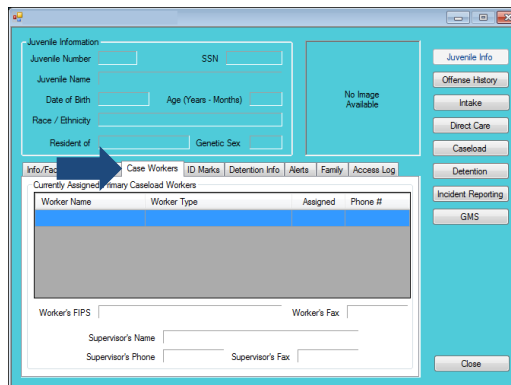
### 4. Modification History Button

- Click the **Modification History** button. The modification history of the juvenile's alias consists of the alias #, alias name, the name of the employee who recorded the information, the action (i.e., Inserted, Updated, Deleted), and the date of the modification.

## Case Workers Tab

This tab lists all currently assigned primary workers and the workers' relevant information.

Information found on the *Case Workers* tab cannot be edited.



### Information Found Under the *Case Workers* Tab:

- Currently Assigned Primary Caseload Workers
  - Worker Name
  - Worker Type
  - Date Assigned
  - Phone Number
- Worker's FIPS
- Worker's Fax
- Supervisor's Name
- Supervisor's Phone
- Supervisor's Fax

**Worker's FIPS** will be blank for direct care staff.

## ID Marks Tab

This tab lists all the unique identifying marks on the juvenile and juvenile's picture.

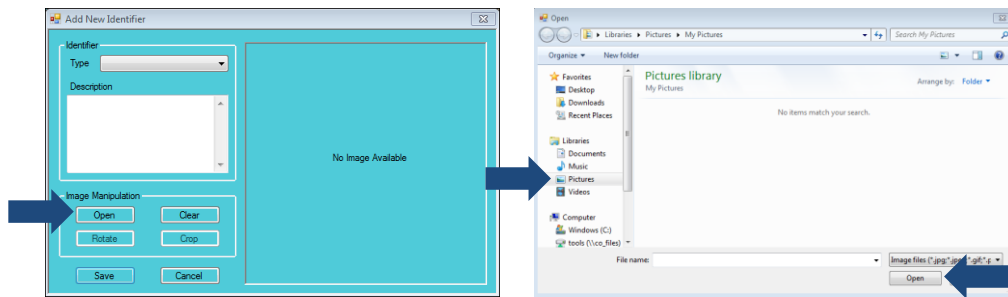
### Information You will Find in the *ID Marks* Tab:

- Juvenile Identifying Marks Information
  - ID Type
  - Description
  - Date Last Update
- Recorded by
  - The **Recorded by** field will auto-populate with the name of the user who entered in the information.

#### 1. Add Button

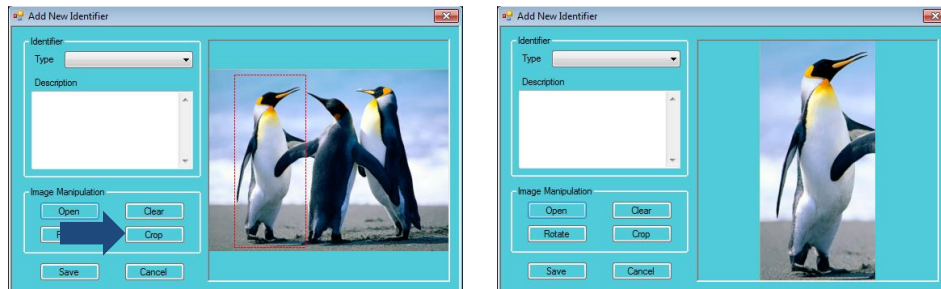
- a. (i) Click the **Add** button, and the *Add New Identifier* screen will appear, (ii) select the **Type** from the drop-down menu, and if using **Front Photo**, refer to step (b) below, (iii) type the description of the identifying mark in the **Description** textbox, (iv) click the **Save** button, and you will return to the *ID Marks* tab under the *Juvenile Information* screen.

- b. If you are adding a **Front Photo**, you must add an image in accordance with CSU Procedure # VOL III-3.4.94.06. (i) Select **Front Photo** from the **Type** drop-down menu, (ii) type the description of the **Front Photo**, (iii) click the **Open** button, and the *Open* screen will appear. (iv) Search and (v) select the image, and (vi) click the **Open** button. You can also select the image by double clicking the image. You will return to the *Add New Identifier* screen and the selected image will appear. (vii) Click the **Save** button and you will return to the *ID Marks* tab on the *Juvenile Information* screen.



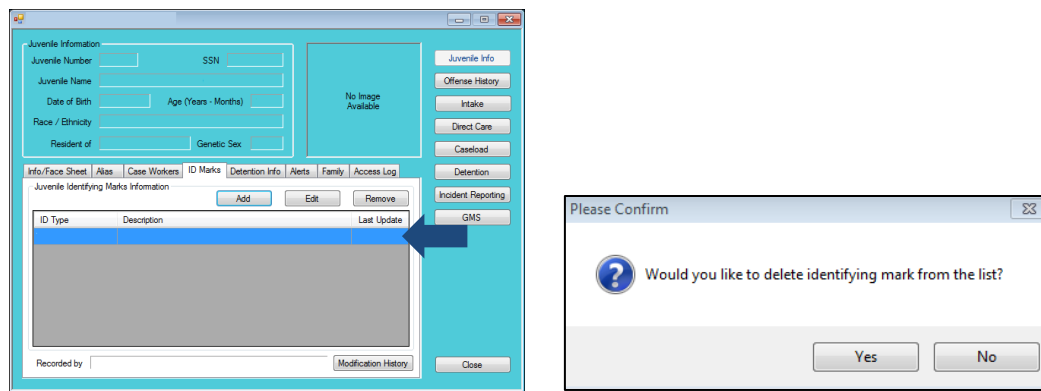
- i. **Clear Button**
  1. Click the **Clear** button and the image will be deleted.
- ii. **Rotate Button**
  1. (i) Click the **Rotate** button, and the image will rotate counterclockwise, (ii) continue to click the **Rotate** button until the image is right-side up, and (iii) click the **Save** button.
- iii. **Crop Button**
  1. (i) Click and drag the cursor to form a **red** box around the section of the image you want to crop, (ii) click the **Crop** button, and (iii) click the **Save** button. If you are not pleased with the cropped image, click the **Revert** button and crop the image again.

If the cropped image does not display the correct area, click the **Revert** button and crop the image again.



2. **Edit Button**
  - a. (i) Select an identifying mark, and the row will be highlighted in **blue**, (ii) click the **Edit** button, and the Edit Identifier screen will appear, (iii) edit the information, (iv) click the **Save** button when the edits are completed, and you will return to the *ID Marks* tab on the Juvenile Information screen.
3. **Remove Button**
  - a. (i) Select an identifying mark, and the row will be highlighted in **blue**, (ii) click the **Remove** button, and the Please Confirm screen will appear, (iii) click the **Yes** button to delete the identification mark, and you will return to the *ID Marks* tab on the Juvenile Information screen.

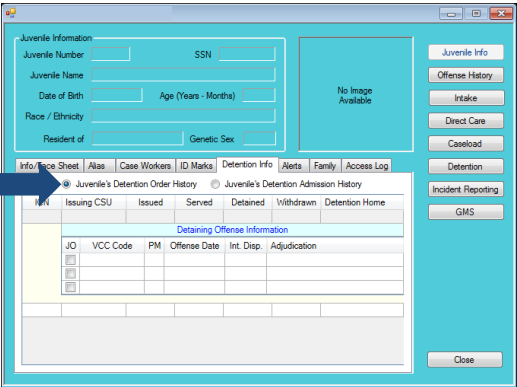
To return to the Standard View, click the **Standard View** button. The **Standard View** button is located where the **Modification History** button was located.



4. **Modification History** Button
- a. Click the **Modification History** button. The modification history of the juvenile’s identifying marks consists of the ID type, description of the identifying mark, the action (i.e., Deleted, Updated, or Inserted), and the date of the modification.

**Detention Info Tab**

This tab provides detailed information on the Juvenile’s Detention Order History and the Juvenile’s Detention Admission History.

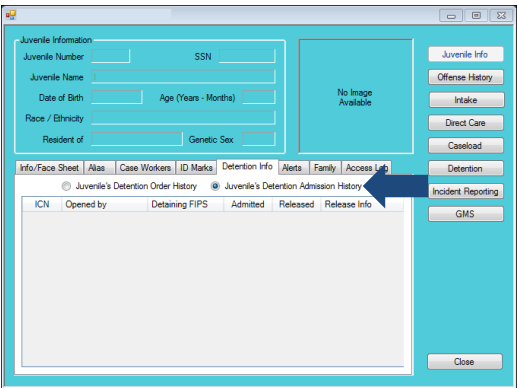


**Information Found on the Juvenile’s Detention Order History Screen Under the Detention Info Tab:**

From the Juvenile Detention Order History screen, you can view the corresponding ICN, name of the issuing CSU, the date the detention order was issued, served and/or withdrawn (if applicable), the date the juvenile was detained, and the name of the detention center.

**Information Found on the Juvenile’s Detention Admission History Screen Under the Detention Info Tab:**

From the Juvenile Detention Admission History screen, you can view the corresponding ICN, name of the detention staff that opened the admission, the detaining FIPS, the date of admission, the date of release from the detention center (if applicable), and the party to whom the juvenile was released to (if applicable).



Information found on the Detention Info tab cannot be edited.

**Family Tab**

This tab consists of the Contacts, Siblings, and Children screens.

**Information Found on the Contacts Screen Under the Family Tab:**

From the Contacts screen, you can access family information, including the name of the juvenile's parents, guardians, and other involved parties, along with their home number, work number, relationship, and custody information.

**1. Edit Button**

- If you would like to edit existing contact information or add new contact information, click the **Edit** button.

The **Find Adult** button should be used when searching for an adult. The **Edit Adult** button should be used to edit existing information.

**i. Find Adult Button**

- Click the **Find Adult** button and the Adult Search screen will appear. This screen consists of three adult search options. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult.



Refer to [Login & Search User Manual](#) for instructions on how to search for an adult.



Refer to [Intake Module User Manual](#) for instructions on how to add a new adult.

This screenshot shows the 'Juvenile Information' form. The 'Find Adult' button is highlighted with a blue arrow. The form includes fields for Juvenile Number, SSN, Juvenile Name, Date of Birth, Age (Years - Months), Race / Ethnicity, Resident of, and Genetic Sex. There are also tabs for Info/Face Sheet, Alias, Case Workers, ID Marks, Detention Info, Alerts, Family, and Access Log. The 'Contacts' tab is selected, showing fields for Parent 1 and Parent 2, including Home, Work, Relationship, and Custody checkboxes.

This screenshot shows the 'Adult Search' dialog box. It has radio buttons for Adult Number, Caseload Number, Advance Search, and Add Adult. The 'Find' button is highlighted.

2. After searching for an adult, select the **Relationship** from the drop-down.

ii. **Custody Checkbox**

1. If the contact has custody of the juvenile, check the **Custody** checkbox. If the contact does not have custody of the juvenile, the **Custody** checkbox needs to be empty. If the custody information is unknown or has not been determined by the court, the **Custody** checkbox needs to be *blue*.

iii. **Edit Adult Button**

1. (i) Click the **Edit Adult** button, and the Edit Information screen will appear, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

This screenshot shows the 'Juvenile Information' form. The 'Edit Adult' button is highlighted with a blue arrow. The form includes fields for Juvenile Number, SSN, Juvenile Name, Date of Birth, Age (Years - Months), Race / Ethnicity, Resident of, and Genetic Sex. There are also tabs for Info/Face Sheet, Alias, Case Workers, ID Marks, Detention Info, Alerts, Family, and Access Log. The 'Contacts' tab is selected, showing fields for Parent 1 and Parent 2, including Home, Work, Relationship, and Custody checkboxes.

This screenshot shows the 'Edit Information for Adult Number' dialog box. It has tabs for Name/Address Information, General Information, and Employment Information. The 'Name/Address Information' tab is selected, showing fields for Adult Name (Last Name, First Name, Middle Name, Suffix), Adult Address, Zip Code, City/Town, State, and Genetic Sex. There are also checkboxes for 'Is Deceased?' and 'Is Address Confidential?'. The 'Save' button is highlighted.

iv. **Save Button**

1. Click the **Save** button to save the new information.

This screenshot shows the 'Juvenile Information' form. The 'Save' button is highlighted with a blue arrow. The form includes fields for Juvenile Number, SSN, Juvenile Name, Date of Birth, Age (Years - Months), Race / Ethnicity, Resident of, and Genetic Sex. There are also tabs for Info/Face Sheet, Alias, Case Workers, ID Marks, Detention Info, Alerts, Family, and Access Log. The 'Contacts' tab is selected, showing fields for Parent 1 and Parent 2, including Home, Work, Relationship, and Custody checkboxes.



v. **Cancel Button**

1. Click the **Cancel** button to exit this screen and you will return to the Contacts screen under the *Family* tab.

If you click the **Cancel** button without saving changes or additions, the new information will be erased.

The screenshot shows the 'Family' tab in the BADGE system. The 'Contacts' section is active, showing fields for Parent 1 and Parent 2. A blue arrow points to the 'Cancel' button in the 'Parent 1' section.

2. **Remove Button**

- a. (i) Click the **Remove** button, and the Please Confirm screen will appear, (ii) click the **Yes** button, and you will return to the Contacts screen under the *Family* tab.

The screenshot shows the 'Family' tab in the BADGE system. The 'Contacts' section is active, showing fields for Parent 1 and Parent 2. A blue box highlights the 'Remove' button in the 'Parent 1' section.

**Information Found on the Siblings Screen Under the *Family* Tab:**

From the Siblings screen, you can access information about the juvenile's siblings, including the number of siblings, the relationship, the sibling's name and date of birth, if they share a mother and/or father, the sibling's school attendance and highest grade completed, if the sibling has a court record, and information on the quality of their interpersonal relationship.

The screenshot shows the 'Family' tab in the BADGE system. The 'Siblings' section is active, showing fields for Sibling Name, DOB, and other information. A blue arrow points to the 'Siblings' tab.

## 1. Add Button

- a. (i) Click the **Add** button, and the Please Enter ALL Available Information for New Sibling screen will appear, (ii) select the **Relation** type from the drop-down menu, and type the sibling's (iii) **Last Name**, (iv) **First Name**, (v) **Middle Name**, and (vi) **Date of Birth**. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**.

b. **Has Same Mother?\*** Checkbox

- i. If the juvenile and the sibling have the same mother, check the **Has Same Mother?\*** checkbox.

c. **Has Same Father?\*** Checkbox

- i. If the juvenile and the sibling have the same father, check the **Has Same Father?\*** checkbox.

d. **Lives in Same Household?\*** Checkbox

- i. If the juvenile and the sibling live in the same household, check the **Lives in Same Household?\*** checkbox.

e. **Has Court Record?\*** Checkbox

- i. If the juvenile's sibling has a court record, check the **Has Court Record?\*** checkbox.

f. Select the (i) **School Attendance**, (ii) **Interpersonal Relationship**, and (iii) **Highest Grade Completed** from the drop-down menus, (iv) type any information about the sibling into the **Narrative** textbox, and (v) click the **Save** button.

## 2. Edit Button

- a. (i) Select the sibling's name, and the row will be highlighted in **blue**, (ii) click the **Edit** button, and the Edit Information screen will appear, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

## 3. Remove Button

- a. (i) Select the sibling's name, and the row will be highlighted in **blue**, (ii) click the **Remove** button, and the Please Confirm screen will appear, and (iii) click the **Yes** button to delete the sibling.

### Information Found on the Children Screen Under the Family Tab:

From the Children screen, you can access information about the juvenile's children, including name, date of birth, and genetic sex (if any).

#### 1. Add Button

- a. (i) Click the **Add** button, and the Please Enter ALL Available Information for New Child screen will appear, and type the (ii) **Last Name**, (iii) **First Name**, (iv) **Middle Name**, and (v) **Date of Birth**. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. If the child has a suffix, select a **Suffix** from the drop-down menu, (vi) select the child's **Genetic Sex**, (vii) type any information about the child into the **Narrative** textbox, (viii) click the **Save** button, and you will return to the Children screen under the Family tab.

#### 2. Edit Button

- a. (i) Select the child's name, and the row will be highlighted in **blue**, (ii) click the **Edit** button, and the Edit Information screen will appear, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

### 3. Remove Button

- (i) Select the child's name, and the row will be highlighted in **blue**, (ii) click the **Remove** button, and the Please Confirm screen will appear, and (iii) click the **Yes** button to delete the child.

The screenshot shows the 'Juvenile Information' screen with the 'Children' tab selected. A table lists children, with one row highlighted in blue. Below the table are 'Add', 'Edit', and 'Remove' buttons. A blue arrow points to the 'Remove' button.

### Access Log Tab

This tab lists the users who have view the juvenile's information to include their name, view type, and the date viewed.

The screenshot shows the 'Juvenile Information' screen with the 'Access Log' tab selected. It displays a table titled 'Users Who Have Accessed This Juvenile's Information since' with columns for 'Viewed by', 'View Type', and 'View Date'. A 'Refresh' button is located above the table. A blue arrow points to the 'Refresh' button.

### 1. Refresh Button

- Click the **Refresh** button to ensure the most current information is being displayed.

## Offense History Button

From the Offense History screen, you can view basic juvenile information, offense date, offense description, and will indicate if the juvenile was found guilty of the offense.

The screenshot shows the 'Juvenile Information' screen with the 'Offense History' tab selected. It displays a table titled 'Juvenile's Offense History' with columns for 'Offense Date', 'Offense Description', and 'Guilty'. A blue arrow points to the 'Offense History' button in the top right corner.

### 1. View Details Button

- Click the **View Details** button for the complete offense history information.




Refer to the Offense History Screen User Manual for instructions on how to navigate the Offense History screen.

Intake Button

From the *Intake History* screen, you can view the ICN, FIPS, the opened and closed dates, and the name of the worker that created the intake.

Intake information cannot be edited from this screen.

- 1. **View Details** Button
    - a. Click the **View Details** button for the complete intake history information.
-  Refer to the [Intake Module User Manual](#) for instructions on how to navigate the *Intake History* screen.

Direct Care Button

From the *Direct Care Admissions* screen, you can view the DC number, admission and released dates, and release information.

Direct Care information cannot be edited from this screen.


- 1. **View DC Info** Button
  - a. Click the **View DC Info** button for complete direct care admissions information.

Caseload Button

From the Caseload Information screen, you can view the date of last recorded contact, the number of parole and/or probation discharge evaluations, number of currently open services and status(es).

Caseload information cannot be edited from this screen.

- 1. **View Details** Button
  - a. Click the **View Details** button for the complete caseload information.

 Refer to the Caseload Management Module User Manual for instructions on how to navigate the Caseload Details screen.

Detention Button

From the Secure Detention Admissions screen, you can view the case number, name of the detention staff that opened the admission, the detaining FIPS, the date of admission, the date of release from the detention center (if applicable), and the party to who, the juvenile was released to (if applicable).

Detention information cannot be edited from this screen.

- 1. **View Detention Info** Button
  - a. Click the **View Detention Info** button for the complete secure detention information.

**Incident Reporting Button**

From the Incident(s) Juvenile Was Involved screen, you can view the incident report ID number, the name of the facility where the incident occurred, the incident date, and name and class of the incident type.

Incident information cannot be edited from this screen.

When you access a record, a log entry is made.

- 1. **View Report** Button
  - a. Click the **View Report** button for the complete incidents' information.

**GMS Button**

From the Gang Management System (GMS) screen, you can view the number of GMS investigations, such as gang observations and gang validations, gang name, gang set name, and the FIPS.

Gang information cannot be edited from this screen.

When you access a record, a log entry is made.

- 1. **View GMS Info** Button
  - a. Click the **View GMS Info** button for the juvenile's complete gang information.

## Adult Information Screen

From the Adult Information screen, you can access the adult number, Social Security Number, adult name, date of birth, age, race/ethnicity, deceased information, and genetic sex.

The Adult Information screen consists of four tabs with additional adult information, such as the *Adult Information*, *Address/Phones/Email*, *Employment Information*, and *Associated Juveniles*.

The Adult Information screen also consists of the **Edit Adult Info** and **Print Face Sheet** buttons.

### 1. Edit Adult Info Button

- a. Click the **Edit Adult Info** button and the Edit Information screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Employment Information* tabs.
- i. *Name/Address Information Tab*
  1. You will be able to edit the **Adult Name**, **Genetic Sex**, and **Adult Address** fields from this tab. (i) Edit the information and (ii) click the **Save** button when the edits are completed.

### ii. General Information Tab

1. You will be able to edit the **Adult Information** and **Adult Phone/E-mail** fields from this tab. (i) Edit the information and (ii) click the **Save** button when the edits are completed.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

The Yes/ No/ Unknown legend can be found in the lower left corner of the Edit Information screen. Follow this legend for any question that has an asterisk (\*) next to it.

If you are making edits in multiple tabs in the Edit Information screen, you can click the **Save** button when all of the edits are completed.



iii. *Employment Information Tab*

1. You will be able edit **Adult Employment Information** and **Adult Employer Address/Phone Number** fields from this tab. (i) Edit the information and (ii) click the **Save** button when the edits are completed.

2. **Print Face Sheet Button**

- a. Click the **Print Face Sheet** button and the *Report Viewer* screen will appear. The **Adult Face Sheet** displays demographic and contact information.

**Adult Information Tab**

When the *Adult Information* screen opens, the *Adult Information* tab will be displayed.

**Information Found Under the *Adult Information* Tab:**

- Adult Information
  - Height
  - Weight
  - Marital Status
  - Docket # (Arlington CSU)
  - Eye Color
  - Hair Color
  - Citizenship Status
- Driver's License Information
  - Driver's License Number
  - License Issuing State

### **Address/Phones/Email Tab**

This tab lists the adult's current home address, phone numbers, and e-mail address.

The screenshot shows a software window with a light blue header. Below the header, there are several tabs: 'Adult Information', 'Address / Phones / Email', 'Employment Information', and 'Associated Juveniles'. The 'Address / Phones / Email' tab is currently selected, indicated by a blue arrow pointing to its label. The form contains the following fields:

- Adult Information:** Adult Number, SSN, Adult Name, Date of Birth, Age (Years - Months), Race / Ethnicity, Is Deceased?, Genetic Sex.
- Current Home Address:** Address, City/Town, State, ZIP Code, Is Address Confidential? (checkbox).
- Adult Phone Numbers:** Home Phone, Cell Phone.
- Adult E-mail:** (text field).

Buttons for 'Edit Adult Info' and 'Print Face Sheet' are located in the top right corner. A 'Close' button is at the bottom center.

#### **Information Found Under the *Address/Phones/Email* Tab:**

- Current Home Address
  - Address Confidentiality Information
- Adult Home and Cell Numbers
- Adult E-mail Address

### **Employment Information Tab**

This tab lists the adult's employment status and adult's employer information, such as name, address, and phone number.

The screenshot shows the same software window as before, but with the 'Employment Information' tab selected, indicated by a blue arrow pointing to its label. The form contains the following fields:

- Adult Information:** (Same as the previous tab).
- Employment Information:** Status, Date, Employer, Job Title, Is Adult Law Enforcement Officer? (checkbox), Law Enforcement Officer Badge #, Yes/No radio buttons.
- Employer Address:** Employer Address, Employer Phone Number, Work Phone, Extension.

Buttons for 'Edit Adult Info' and 'Print Face Sheet' are in the top right. A 'Close' button is at the bottom center.

#### **Information Found Under the *Employment Information* Tab:**

- Employment Information
  - Employment Status
  - Employment Date
  - Employer's Name
  - Adult's Job Title
- Employer's Address
- Employer's Work Phone Number and Extension (if applicable)

### **Associated Juveniles Tab**

This tab lists the juvenile's that have been associated with the specific adult.

The screenshot displays the BADGE system interface. At the top, there's a section for 'Adult Information' with input fields for Adult Number, SSN, Adult Name, Date of Birth, Age (Years - Months), Race / Ethnicity, Is Deceased?, and Genetic Sex. To the right of these fields are two buttons: 'Edit Adult Info' and 'Print Face Sheet'. Below this section are four tabs: 'Adult Information', 'Address / Phones / Email', 'Employment Information', and 'Associated Juveniles'. The 'Associated Juveniles' tab is selected, and a blue arrow points to it. This tab contains a table titled 'Juveniles Associated with Adult' with columns for 'Relation', 'Juvenile's Name', 'Juvenile #', and 'DOB'. Below the table are input fields for 'Address', 'City/Town', and 'State'. At the bottom of the window is a 'Close' button.

#### **Information Found Under the *Associated Juveniles* Tab:**

- The Relationship Between the Adult and Juvenile
- Juvenile's Name
- Juvenile Number
- Juvenile's Date of Birth
- Juvenile's Address

## **Document Revisions**

<b>Revision Date</b>	<b>Revised Item</b>	<b>Revision Details</b>
June 2, 2017	Gender Field Name	The “Gender” field name is BADGE has been changed to “Genetic Sex.” This change will only impact the name of the field, not the values.
June 29, 2017	Family Tab – Contacts Screen	The field names for Juvenile Contacts were changed from “Father” and “Mother” to “Parent 1” and “Parent 2” to coincide with a change to the Supreme Court of Virginia’s DC-511 petition. A drop-down menu for “Relationship” has been added.